

# Performance Appraisal Application (PAA) Version 3.0

## Advisory – New Features Available

Issue Date: March 29, 2009

### PAA Version 2.0 No Longer Available

As of March 29, 2009, the Performance Appraisal Application (PAA) v2.0 is no longer available. Appraisals completed under PAA v2.0 will appear in PAA v3.0 under the Completed Plans/Appraisals area on the PAA Main Page.

### New PAA v3.0 Features Available March 29, 2009!

The following new features are now available to assist employees, rating officials, reviewing officials, pay pool administrators, and pay pool managers with their important work.

The new features include:

- A **My Journal** tab that allows employees (regardless of who has ownership of their plan/appraisal) to keep track of their accomplishments throughout the year.
- Ability for rating officials to invite **Guest Participants** to provide input to the assessment (**Guest Rater**) or feedback (**Guest Reviewer**) for consideration when completing an employee's appraisal.
- Ability to complete a **Special Purpose Rating** for an employee with a Level 1 rating of record who exhibits significant and sustained improvement for at least 90 days in his or her performance that equates to Level 2 performance or higher.
- A **Mock Pay Pool Info** tab that facilitates mock pay pool deliberations. Employees and rating officials may add mock information such as assessments, recommended ratings, number of shares, and payout distributions. Pay pool administrators and managers can download the mock data and import it into a mock CWB spreadsheet.

### Coming April 2009

- **Transfer of PAA Record between Regional Databases** - As employees move from one DoD Component/ Agency to another, their appraisal records will transfer with them.
- **Trusted Agent** - Rating officials and higher level reviewers will have the ability to assign an individual to act on their behalf as their Trusted Agent within the PAA to perform performance management documentation.

